



JOB DESCRIPTION for Class Teacher

Name : -

School: Charing CE Primary	Location: Ashford, Kent
Job title: Class teacher (Primary).	Salary range: MPS
Start Date: September 2019	Subject Leadership:

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Job Purpose

To carry out professional duties and to have responsibility for an assigned class.
To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
To promote the aims and objectives of the school and maintain its philosophy of education.
To effectively lead named subjects / areas across the school ensuring a good standard.

Main duties and responsibilities

- To create, manage and maintain a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth, balance and depth in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To use feedback effectively to accelerate the progress of all children.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of individual learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional, social and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress meeting all expectations and deadlines.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective and appropriate use of support staff within the classroom, including volunteers.
- To participate in staff meetings and training as required and encourage others to do so to become highly engaged motivators.
- Lead the development and monitoring of a particular area of the curriculum, ensuring high quality outcomes are evidenced.

- To be part of a whole school team, supporting others and actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice and consistently followed by all.
- To communicate and consult with parents over all aspects of their children's education on a regular basis – academic, social and emotional – celebrations and areas for development.
- To liaise with outside agencies when appropriate eg. Educational Psychologist, preparing information for meetings.
- To continue professional development, maintaining a portfolio of impact for appraisal evidence.
- To critically evaluate own practice to improve effectiveness.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role, including up to date first aid training.
- To ensure that the Christian values are embedded within the school.
- To take on any additional responsibilities - this might from time to time be reasonably determined by the Headteacher as part of your role.

Subject Leadership

- To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- To develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance.
- To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data.
- To evaluate the teaching of the subject through monitoring of teachers' plans and book monitoring, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To develop effective links with the local community through regular visits and visitors.
- To liaise with other schools to support subject improvement.
- To enable all staff to achieve expertise in planning for and teaching the subject through support and by leading or providing high quality professional development opportunities.
- To ensure that the head teacher is well informed about policies, plans, priorities, targets and outcomes for the subject and that these are regularly shared.
- To respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- To provide an annual budget bid - this is adhered to and evaluated throughout the year.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

Staff signature Date

Appraiser signature Date

Headteacher signature Date

MASLOW'S HIERARCHY OF NEEDS APPLIED TO EMPLOYEE ENGAGEMENT

